

CHAPTER 4 FCCSS PRECONSTRUCTION MEETING

SIFC-401 WHEN REQUIRED

A preconstruction meeting with **FCCSS** is required for every project that will be constructed under the Special Inspections Program, to review the special inspections requirements of the construction project. The **FCCSS** preconstruction meeting shall take place after structural review and approval of construction documents is completed by the **BPRD**, and prior to the issuance of a building permit. The following shall be discussed:

- **Construction Project Requirements.** Construction project requirements of the Fairfax County Special Inspections Program, including construction methods, site safety and fire hazard prevention during the construction process.
- **Statement of Special Inspections (SSI).** The scope of special inspections for the project, including required and elective special inspections (see Chapter 3).
- **Responsibilities.** The roles and responsibilities of each party.
- **Communication.** Communication channels between the County's and the **Owner's** representatives.
- **Phased Construction.** Requirements for phasing or separation of permits, certificates of completion and occupancy requirements.

SIFC-402 PARTICIPANTS

The following members of the construction team shall participate in **FCCSS** preconstruction meetings:

- **Owner** (required for all projects)
- **Architect of record** (required for precast concrete building elements; optional for other building / foundation elements and/or soils / foundation elements)
- **Structural engineer of record** (required for building / foundation elements)
- **Geotechnical engineer of record** (required for soils / foundation elements)
- **General contractor** (required for all projects)
- **Special inspections engineer of record** (required for all projects)
- **Fairfax County Critical Structures staff** (required for all projects)
- **Other parties** as deemed appropriate by the **Owner** or **FCCSS** (inspection and testing agencies, subcontractors, etc.)

SIFC-403 PROCEDURAL REQUIREMENTS

SIFC-403.1 Scheduling of meeting. The **Owner** shall identify the necessary participants and schedule the meeting by calling **FCCSS** at 703-324-1060. Required participants shall be represented during the preconstruction meeting. The **Owner** shall bring to the preconstruction meeting a copy of the County-approved construction documents including the **BPRD**-approved Statement of Special Inspections. At the preconstruction meeting, the **Owner** shall complete a contact sheet with names, addresses, and telephone numbers of those in attendance.

SIFC-403.2 Location of meeting. Fairfax County Critical Structures Section, Herrity Building, 3rd Floor-Suite 316, 12055 Government Center Parkway, Fairfax, Virginia 22035-5504.

SIFC-403.3 Use of SIFC-2000. The SIFC-2000 will be used in the meeting to review, discuss, clarify and approve elements of the Special Inspections Program that apply to the project. It is recommended that, prior to the meeting, all parties review this SIFC-2000 as it pertains to the specific project.

SIFC-403.4 FCCSS approval of Statement of Special Inspections. FCCSS shall review and approve the Statement of Special Inspections (see SIFC-304) during the meeting. After FCCSS review and approval of the SSI, and completion of BPRD review and approval of the construction documents, a building permit can be issued.